

**801—1.3(35,35A) Executive director.** The executive director is responsible for administering the duties of the commission other than those related to the Iowa Veterans Home.

**1.3(1) *Office location and hours.*** The office of the executive director is located at Camp Dodge, Building A6A, 7700 NW Beaver Drive, Johnston, Iowa 50131-1902. The office is open to the public during the hours of 8 a.m. to 4:30 p.m. except Saturday, Sunday, and holidays. The telephone number is (515)242-5331.

**1.3(2) *Administrative staff.*** The executive director provides direction to administrative staff employed by the commission to assist the executive director in carrying out assigned duties.

**1.3(3) *Investigation of applications.*** The executive director shall examine all applications and approve or disapprove same and make any investigation necessary to establish facts regarding veterans service status and veterans affairs data in accordance with Iowa Code chapters 35 and 35A.